

WHAT TO BRING WHEN YOU APPLY FOR ENERGY ASSISTANCE

Avoid unnecessary delays in processing your application by being prepared. The following checklist will help you be sure that you have all the information you will need when you apply. It is important that you provide the documentation required. Agencies may not be able to obtain social security and income information directly.

Social Security Number

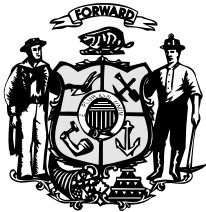
Bring one of the following documents for every person in your household:

- ☐ Social Security card; OR
- ☐ Official government document identifying the person by name and showing the Social Security number.

Citizenship

If you or any member of your household is not a citizen of the United States, bring:

- ☐ Alien status card with INS number.
- ☐ Immigration Papers.



HOME ENERGY PLUS PROGRAM

Web Site Address: homeenergyplus.wi.gov

Heating Costs

Provide evidence of your household's primary heating costs for the 12 month period September 1 through last August 31.

- ☐ A budget billing statement from your fuel dealer; OR
- ☐ A statement from your fuel dealer giving your heating costs for that period; OR
- ☐ Copies of your heating bills for that period.
- ☐ If you have heating bills for more than one fuel source, bring copies of those heating bills.

Non-Heating Electric Costs

The Public Benefits Program has enabled the Energy Program to assist with non-heating electric costs. To determine if you are eligible to receive a benefit for your non-heating electric energy electric costs, bring:

- ☐ Copies of your electric bill for the same time period as your heating bill.

Landlord

If you rent bring:

- ☐ The name, address and telephone number of your landlord or building manager (the person you pay your rent to); OR
- ☐ Your rental agreement

Child Support Paid

If you pay child support, provide evidence of the support you paid during the last three months.

- ☐ Copies of your cancelled checks; OR
- ☐ A printout from the CS agency or from the WI Support Collections Trust Fund showing the amount of CS paid during the last three months.

Interest and dividend income

Provide evidence of your household's interest and dividend income for the last 12 months:

- ☐ Last year's 1099; OR
- ☐ Savings account passbooks; OR
- ☐ Bank statements; OR
- ☐ Credit union statements; OR
- ☐ Certificates of deposit; OR
- ☐ Statements from companies paying dividends.

Income

Provide evidence of your entire household's gross income for the last 3 months. See the back of this page for what to bring.

PROOF OF INCOME:

Wage income:

- ☐ Pay stubs; OR
- ☐ Pay statements; OR
- ☐ Copies of paychecks.
- ☐ 1099 G.

Self-employment income:

- ☐ A copy of your most recent federal income tax form 1040 including Schedule C, E; OR Form 1065
- ☐ Your personal records for self-employment income and expenses for the past 12 months.

Farm income:

- ☐ A copy of your most recent federal income tax form 1040 including Schedule F; OR
- ☐ Your personal records for farm income and expenses for past 12 months.

Land Contract income:

- ☐ A copy of the contract and schedule of payments; OR
- ☐ Copies of checks you received.

Rental income:

- ☐ A copy of your most recent federal income tax form 1040 including schedule E (supplemental income); OR
- ☐ Rent receipts; OR
- ☐ Your records of rental income and expenses for the past 12 months.

SSI benefits:

- ☐ A copy of the SSI award letter; OR
- ☐ A copy of your bank statement if your SSI check is sent directly to your bank; OR
- ☐ Copies of your SSI check stubs.

Social Security benefits:

- ☐ A copy of the SS award letter; OR
- ☐ A copy of your 1099 form from Social Security; OR
- ☐ You may request the information directly from Social Security.

Pensions:

- ☐ Pension check stubs; OR
- ☐ Statements attached to the pension checks.

Veteran's Benefits:

- ☐ The most recent letter from the Veteran's Administration stating your monthly benefits; OR
- ☐ You may contact the Veteran's Administration and request a statement of your benefit amounts.

Unemployment Compensation:

- ☐ A printout from the unemployment office, verifying the checks you have received; OR
- ☐ Copies of each unemployment check you received during the last three months.

General Relief:

- ☐ Stubs or statements from the checks; OR
- ☐ A letter from the General Relief agency stating the amount of your assistance; OR
- ☐ Copies of your checks.

Child support (CS) payments received:

- ☐ Copies of your checks; OR
- ☐ Check stubs; OR
- ☐ A printout from the CS agency or from the WI Support Collections Trust Fund showing the amount of CS received during the last three months.

TANF/W2 benefits:

- ☐ Copies of your checks; OR
- ☐ Check stubs; OR
- ☐ Award letters; OR
- ☐ A letter from the county TANF/W2 agency stating the amount of your assistance.

Income for Seasonally Employed

A copy of your most recent federal tax Form 1040 including Schedules, OR
Your personal records of all income for the past 12 months.

Family Size	3 Month Family Income
1	\$ 3,675
2	4,950
3	6,225
4	7,500
5	8,775
6	10,050
7	11,325
8	12,600
For each additional person add	\$1,275